

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Ma. Grace M. Curay

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.45	
b. Students (50%)		2.25	
TOTAL for Instruction	90%	4.70	4.23
2. Research	5%	4.30	0.22
3. Extension	5%	4.70	0.24
4. Administration			
5. Production			
TOTAL			4.68

EQUIVALENT NUMERICAL RATING: 4.68

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.68

ADJECTIVAL RATING: Outstanding


Prepared by:

  
MA. GRACE M. CURAY  
Name of Faculty

Reviewed by:

  
ARTHUR IT. TAMBONG, FPSAE  
Department Head

Approved by:

  
EDGARDO E. TULIN, Ph.D.  
President



Visayas State University  
College of Engineering  
**DEPARTMENT OF AGRICULTURAL ENGINEERING**  
Visca, Baybay City, Leyte



### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **MA. GRACE M. CURAY\***, Faculty of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2016.

\*started August 2016

**MA. GRACE M. CURAY**  
Instructor I  
Date: 16 December 2016

**ARTHUR IT. TAMBONG, FPSAE**  
Department Head  
Date: 16 December 2016

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Aug-Dec 2016)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Teaching	Teaches two (2) EISAE subjects per semester or four (4) subjects per year equivalent to 16 FTE	8.00	20.25	5	5	5	5.0	Teacher's Leave (1st sem SY 2016-2017 only)
		PI 10. Number of academe/industry linkage established	Coordinating	Establishes at least one (1) linkage with academe / industry	1	2	5	4	5	4.7	1. OFAM Project: Component: Building sustainable and resilient land-based livelihood through Rootcrop-based enterprises in Yolanda affected communities of Eastern Samar 2. Dept of Agric Bureau of Agric Research - UP Los Baños Foundation, Inc



		<b>PI 11. Number of students advised</b>									
		<i>On consultation</i>	Consultation/Tutorial	Consulting/Tutoring students of courses under DAE	10	25	5	5	5	5.0	BSAE students
		<b>PI 13. Number of instructional materials developed</b>	Preparation/Revising/Encoding/Printing								
		<i>New syllabi</i>		Prepares syllabi	1	2	5	5	4	4.7	Esci 137 - Engineering Materials; AE 161 - Agricultural Processing
		<i>Revised syllabi</i>		Revises syllabi	1	1	5	4	4	4.3	Esci 133 - Engineering Mechanics
		<i>New Powerpoint lecture presentation (per course)</i>		Prepares powerpoint lecture presentation/s	3	10	5	5	4	4.7	Esci 133 - Engineering Mechanics (3 ppts); AE 161 - Ag. Processing (4 ppts); Esci 137 - Eng'g Materials (3 ppts)
		<i>Revised Powerpoint lect. presentation (per course)</i>		Revises powerpoint lecture presentation/s	1	1	5	5	4	4.7	AE 161 - Ag. Processing
		<b>PI 14. Additional outputs</b>									
		Number of problem sets prepared	Preparation	Prepares and prints problems sets	2	7	5	5	5	5.0	Esci 133 - 7 sets
		Number of exams prepared	Preparation	Prepares and prints examinations	8	23	5	5	5	5.0	Esci 133 - 3 sets Chapter Exams, 2 sets Long Exams, 2 sets Midterm and Final Exams; Esci 137 - 5 sets Chapter Exams, 2 sets Long Exams, 1 Practical Exam, 2 Midterm Exams (Lec and Lab), 2 Final Exam (Lec and Lab); AE 161 - 1 set Long Exam, 1 set Final Exam; Esci 131a - 1 Practical Exam, 1 Midterm Exam
		Number of quizzes prepared	Preparation	Prepares and prints quizzes	3	6	5	5	5	5.0	Esci 133 - 5 sets; AE 161 - 1 set
		Number of assignments prepared	Preparation	Prepares and prints assignments	1	3	5	5	5	5.0	Esci 133 - 3 sets
		Number of laboratory exercises/activity/project/reports prepared	Preparation	Prepares and prints laboratory exercises/activity/project/reports	6	10	5	5	5	5.0	Esci 137 - 3 sets Lab Exercises; AE 161 - 3 sets Lab Exercises, 1 Final Project; Esci 131a - 3 sets Lab Exercises
		Number of days of Outcomes-Based Education seminars/trainings/workshops/reviews attended	Participant	Participates OBE seminars/trainings/workshops/reviews	1	1	5	5	5	5.0	Outcomes-Based Education Seminar Workshop for Newly Hired Faculty by Dr. RC Cuarte at POTC, VSU, Baybay City, Leyte

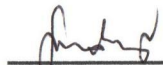
		Number of seminars/trainings/workshops/reviews attended	Participant	Participates seminars/trainings/workshops/reviews	2	5	5	5	5	5.0	1) Climate Change Adaptation Technologies, Mitigation Techniques, and Management Services; 2) Seminar on Research Ethics and Techniques in Scientific Writing; 3) Agricultural Engineering Seminar & Exhibit; 4) HIV Seminar; 5) Training of Facilitators on Community-based Micro-Enterprise School (CMES) for the VSU-OXFAM development project on "Building sustainable and Resilient Land-based Livelihoods through Rootcrop-based Enterprises in Yolanda Affected Communities of Eastern Samar"
		<i>Best Practices/New Initiatives</i>									
		Number of Level III AACCUF Accreditation applied	Preparation/ Encoding/ Printing	Preparation and printing of documents for AACCUF	1	1	5	5	5	5.0	AACCUF Level III Phase I (Area III - Curriculum) - Oct. 17-22, 2016
MFO 3	Research Services	PI 4. Number of research proposals submitted	Research study	Prepares and submits one (1) project proposal for funding	1	1	5	4	4	4.3	<b>Project Title:</b> Optimization of Biodiesel Yield from Coco Oil with Unknown FFA Level <b>Study 3:</b> Optimization of Biodiesel Yield at Varying Levels of Methanol using Constant Proportion of Sodium Hydroxide (NaOH) Catalyst
MFO 4	Extension Services	PI 1. Number of person-days trained weighted by length of training	Conduct of trainings	Head trainer	30	160	5	5	5	5.0	1. TOF on Community-based Micro Enterprise School (CMES) for VSU OXFAM (30 heads for 3 days); 2. Operation of Cassava Primary Processing Equipment in Salcedo and Lawaan (20 heads for 1 day); 3) "Climate Information Services (CIS) Provisioning in the Agriculture Sector" Regional Training for Visayas (10 heads for 5 days)
		Groups	Service	Serving group of beneficiaries in Eastern Samar OXFAM Extension Project	3	3	5	4	5	4.7	VSU-OXFAM Extension Project (Component 2a) - 3 groups of PO




[illegible]

MFO 5	Support to Operations	PI 4. Number of seminars/ trainings/conventions/ workshops coordinated outside of the university	Participant	Participating seminars/ trainings/conventions/ workshops coordinated outside of the university	1	2	5	4	5	4.7	1) National Training of Trainors (ToT) for DA regional staff and targeted SUC-based experts in the i) development of crop and agricultural management decision tools (CAMDT); ii) packaging the CAMDT model outputs into a seasonal Climate Forecast and Extension Advisory (CLEA) material; and iii) introduction of weather based crop insurance (WIBI) scheme at Green Sun Hotel in Makati City on November 28, 2016 to December 2, 2016; 2) "Climate Information Services (CIS) Provisioning in the Agriculture Sector" Regional Training for Visayas held from 12-14 Dec 2016 at MO2 Westown Hotel, Iloilo City
MFO 6	General Admin. & Support Services (GASS)	PI 5. Number of documents attended and served	Checking and action to official documents	Approved documents	5	10	5	5	5	5.0	As DAE Officer-in-Charge
		PI 10. Efficient and customer-friendly frontline service	Supervising	Supervise frontline to served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
Number of Performance Indicators Filled-up							27				
Total Over-all Rating							129.667				
Average Rating							4.802				
Adjectival Rating							Outstanding				


Received by:

  
 Planning Officer  
 Date: \_\_\_\_\_

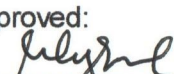
Calibrated by:

  
**REMBERTO A. PATINDOL, Ph.D.**  
 Chairman, PMT  
 Date: \_\_\_\_\_

Recommending Approval:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
 Vice Pres. for Instruction  
 Date: \_\_\_\_\_

Approved:

  
**EDGARDO E. TULIN, Ph.D.**  
 President  
 Date: \_\_\_\_\_



# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Department of Agricultural Engineering

Head of Office: ARTHUR IT. TAMBONG

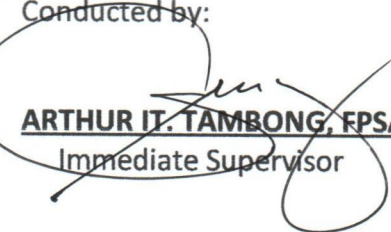
Name of Faculty/Staff: MA. GRACE M. CURAY Signature:  Date: 14 Dec 2016

NOTE\*: No direction received from Academic Personnel Board (APB) to coach faculty with negative comments from students.

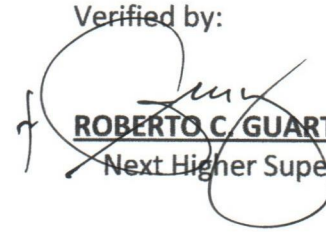
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring  (see note* above)					
Coaching  (see note* above)					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**ARTHUR IT. TAMBONG, FPSAE**  
Immediate Supervisor

Verified by:

  
**ROBERTO C. GUARTE, Ph.D.**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Grace M. Curay  
Performance Rating: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: 12/14/16

Aim: To further improve performance.

Proposed Interventions to Improve Performance:

Date: 9 Nov 2016 Target Date: 4th Quarter, 2016

First Step: The faculty was programmed for MS in Crop Processing starting August 2017 in the Dept. Faculty Dev't Program for CY 2017-2021.

Result: The faculty has started preparing her required documents to effect her application for MS Admission at UPLB.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by: \_\_\_\_\_

**ARTHUR T. TAMBONG, FPSAE**  
Immediate Supervisor